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NOTICE  
NO. [ ]MANAGEMENT IMPROVEMENT  
MARCH 1954

## TABLES OF ORGANIZATION

Rescission: CIA Notice [ ] dated 27 May 1952

25X1A

## 1. General

The purpose of this Notice is to transfer responsibility for the coordination of Tables of Organization from the Office of Personnel to the Office of Management Staff/DA, to prescribe certain responsibilities for the allocation and control of personnel ceilings, and to set forth the responsibilities and procedures for handling proposed or changed Tables of Organization. The provisions of this Notice are effective 18 January 1954.

## 2. Definitions

Table of Organization changes consist of the following:

## a. Organizational Changes

These are changes in the organizational structure or staffing pattern of an Agency component. They include modifications of organizational structure, additions or deletions of authorized positions, or changes in nomenclature of Agency components.

## b. Functional Changes

These are additions, deletions, or changes in the functions assigned to an Agency component. They may or may not affect the organizational structure.

## c. Classification Changes

These are changes in nomenclature or grade for positions on approved Tables of Organization which do not affect the organizational structure or basic functions assigned to particular positions.

## 3. Scope

The provisions of this Notice apply to all positions in which staff employees, detailed civilian personnel, detailed military personnel and certain staff agents are utilized.

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#### 4. Responsibilities

a. Heads of Offices of the DD/A, Assistant Directors of the DD/I, Chiefs of Senior Staffs and Area Divisions of the DD/P, the Assistant Director for Communications, the Director of Training, and the Assistant Director for Personnel are responsible for timely submission, through channels, of proposals for Tables of Organization or changes thereto affecting their respective organizations. In the case of a particular field or project T/O which in the judgment of DD/P is too sensitive for this procedure, the DCI will be requested by DD/P to make an exception so as to permit final approval of the T/O in this instance by DD/P.

b. The Chief of Management Staff/DDA is responsible for coordinating proposed new Tables of Organization or organizational or functional changes as defined in paragraphs 2a and 2b above with other Agency components concerned and for the following:

(1) Examination as to soundness of organizational structure, functions and procedures.

(2) Quantitative evaluations as to manpower and numbers and types of positions required.

c. The Comptroller will examine the proposed T/O's in the light of budgetary, fiscal and allied matters.

d. The Assistant Director for Personnel is responsible for classification and wage review, for the maintenance of personnel ceiling records, for the maintenance of Table of Organization position records, and the dissemination of approved Tables of Organization and changes thereto.

e. The Deputy Director (Administration) will allocate military and civilian personnel ceilings.

#### 5. Authorities

a. The Deputy Director (Administration) is authorized to approve those proposed Table of Organization and personnel ceiling changes which are concurred in by all officials concerned. Where there is a non-concurrence, the proposal and all supporting papers shall be submitted to the Director of Central Intelligence by the DD/A for determination.

b. The Assistant Director for Personnel is authorized to classify positions listed in proposed Tables of Organization. Proposals involving super-grades will be processed in accordance with Agency Regulation

25X1A

#### 6. Procedures

a. Requests for Tables of Organization or changes thereto shall be submitted by the requesting official, through channels, as follows:

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(1) Requests involving organizational changes or changes in functions (see paragraphs 2a and 2b above) shall be submitted in quadruplicate to the Chief of Management ~~Staff/~~DDA.

(2) Requests involving classification changes only (see paragraph 2c above) shall be submitted in duplicate to the Classification and Wage Division, Office of Personnel.

Requests shall be supported by such statements of justification, workload or work measurement data, organizational charts, statements of functions, and statements of basic related procedures as are necessary for review and action on the proposals. Requests involving classification changes shall include statements of the duties and responsibilities of all positions involved.

b. The Chief of Management ~~Staff/~~DDA, upon receipt of a request, will coordinate the request with the Assistant Director for Personnel and with other Agency components concerned, including the Logistics Office where appropriate. Comments received will be reviewed by the Chief of Management ~~Staff/~~DDA, summarized, and forwarded with recommendations to the Deputy Director (Administration).

c. The Office of Personnel, upon receipt of a request involving classification changes only, shall coordinate the request with the Comptroller prior to approval where significant budgetary considerations are involved. Minor classification changes will be reviewed by the Comptroller through a post audit of Forms No. 30-25.

d. Tables of Organization or changes thereto approved by the Deputy Director (Administration) or the Director of Central Intelligence shall be forwarded by the Chief of Management ~~Staff/~~DDA to the Assistant Director for Personnel for dissemination. The Assistant Director for Personnel, or his designee, shall notify all organizations concerned of such approvals. Notification shall be made on CIA Form No. 30-25 or tabulating machine listings which will serve as immediate authorization for the encumbrance of the positions involved. Complete T/O listings will be provided quarterly.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE:

L. K. WHITE  
Acting Deputy Director  
(Administration)

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